

THE BUCHANAN LOG HOUSE
RENTAL RULES AND GUIDELINES

Monday through Thursday	Meeting Rates	\$40.00 per hour., minimum 3 hours
	Weddings/Receptions	\$50.00 per hour, minimum 6 hours
Friday, Saturday, Sunday		\$600.00, 6 hours minimum
		\$100.00 per hour over 6 hours
December Rate (entire month - day or evening)		\$600.00, 6 hours minimum

The rental fees are to cover utilities, maintenance, and services provided. We are a non-profit organization and all monies received in excess of expenses are used for on-going maintenance and restoration projects. Limited tables and chairs are included in these fees, along with existing lighting.

The first two hours of the time block includes the time spent by florists, caterers, musicians, etc., preparing the site for your special event. The last hour is for the time needed to remove any equipment. For example, if your event is to begin at 7:00 PM, you should reserve a block of time beginning at 5:00 PM for set-up time. Likewise, a 7:00 PM event most likely would be winding down by 10:00, allowing for time to remove equipment.

We can accommodate approximately 125 guests at any given time within the house for a reception. For a more formal dining arrangement, we can seat 48-72, but guests may have to be seated in several rooms. Seating for an indoor wedding is limited. The grounds are available for your use during the rental period, but we must remind you that Buchanan Log House is under the airport approach path. Occasionally, it can be quite noisy outside for a few minutes.

RESERVATION POLICY

Upon your initial contact with Buchanan Log House, an appointment will be made for you to visit the house as quickly as possible. Your date will be held for 72 hours following that visit. You must complete the contract and pay a deposit of one-half the established rate. Your date will not be held beyond the initial 72 hours without a signed contract and the rental deposit.

The balance of the reservation fee must be paid within 30 days prior to your event.

RETURNED CHECK POLICY If a check is returned, the total amount of the rental fee is due, in cash, plus a \$20.00 returned check charge. If cash payment is not made within seven (7) days after the notice of a returned check is received, the reservation will be cancelled.

CANCELLATIONS Full refund of your deposit will be made up to sixty (60) days prior to your event. No refund of your deposit will be made after that time. If your event is cancelled because of weather, no refund can be made, but if a local diaster occurs, we will work with your to select another date.

PARKING At the present time, parking is limited to the front lawn (up to 50 cars) and along Hurt Road. Parking around the house is reserved for the bride and groom, limos, and caterers.

RENTED EQUIPMENT All rented equipment should be removed by the end of your rental period. We cannot be responsible for items left over night.

ALCOHOL. Alcohol may be served at the Buchanan Log House but may not be sold. (No cash bar.) It is very important that you read the attached alcohol policy. Indicate on the contract that you will adhere to our policy on alcoholic beverages. A licensed bartender is required when alcohol is served. (beer, wine and champagne all require a bartender) Kegs are not allowed, nor are beverage or chocolate fountains allowed inside the House.

SMOKING POLICY. No smoking is permitted in any part of the buildings on the premises. Ash urns are located on the porches for the deposit of cigarettes and ashes.

CANDLES. Candelabra for weddings must use metal candles. A candle snuffer must be used to extinguish candles. Candles on the tables or mantle must be votive or have hurricane globes. Luminaries are allowed along the drive.

NO RICE, BIRDSEED OR PLASTIC CONFETTI SPRINKLES. Only fresh flower petals can be tossed at the wedding receptions, and those may be thrown outside only. We ask that the basket containing the petals be placed on the front porch. Bubbles may be used outside only. **PLEASE, NO PLASTIC CONFETTI FOR TABLE DECORATION.**

BALLOONS. Please do not use helium balloons. They are not good for the environment and if loose inside are hard to retrieve from our high ceiling.

CHANGING ROOMS. A bride's room and a groom's room are available for clothing changes.

MUSIC. Highly amplified music is not allowed. DJs should contact us before an event. Normally, they will be on the patio if dancing is planned.

DANCING. Dancing is no longer permitted in the House. Weather permitting, dancing on the patio is allowed. If it rains, no dancing.

CHILDREN. If your guests include children under 10, we ask that you plan some on-site activity for them, with a **sitter**. Our staff does not provide baby sitting. (The nearby creek is a big temptation)

CATERERS AND FLORISTS. Caterers and florists should contact the Buchanan House at least one week before your event. **Other than punch preparation, basic food preparation cannot be done on-site.** Our facilities do not include a cooking range. An oven and two microwaves are available for warm ups. Limited refrigerator space is available. At present there is no ice machine. Your caterer must be a full service caterer, licensed by the Metro Health Department. Full service is defined as a caterer who prepares the food, delivers and unloads the food, sets up and prepares tables for serving, has adequate serving staff, packs and reloads their equipment and leaves their work area clean. (The Buchanan House staff are not employees of the caterer). If you choose to have food delivered without full service, we ask you contact Foodstaff of Nashville, 254-8400 and make arrangements for adequate personnel for your event.

WE WANT YOUR EVENT AT THE BUCHANAN HOUSE TO BE A HAPPY ONE AND WILL BE GLAD TO ASSIST YOU IN PLANNING. EVENING APPOINTMENTS ARE AVAILABLE.